

QuickBooks® Pro 2010/11

Features & Benefits

QuickBooks Pro lets you prepare quotes and estimates, integrate seamlessly with Microsoft® Office and has advanced tools to help you analyse key projects. It also allows you to automatically track inventory items in different units of measure.

Comprehensive payroll management

All payroll information is centralised and available at your fingertips in the Payroll Centre. From here you can perform all payroll tasks, drill down to previous payroll transactions, enter time, create and schedule payments, email pay slips to your employees, and even split their pays into multiple bank accounts.

QuickBooks Pro integrated payroll will save you time and money by avoiding duplicate data entry and will help you avoid hassles associated with incorrect payroll withholding. It also includes useful features such as:

- **Payroll Setup Wizard:** helps first-time users set up integrated payroll with clear and concise instructions at every step.
- **Scheduled Payroll Wizard:** helps make payroll processing convenient and hassle free. You can group your employees in the way that suits you, and set group attributes that makes payroll processing even easier.
- **Edit or void past payroll payments:** avoid the need to recalculate entire pay cheques, with inbuilt security safeguards and information messages. For example, when changing actual payroll hours and items, you can work in either Lock Net Pay or Unlock Net Pay mode.
- **Enter Payroll Information window:** allows for an overall view of the payroll process. You can enter the hours for all employees in a single window making payroll entry much easier.
- **Enhanced superannuation module:** provides more calculation options, including the ability to store multiple super fund details for all existing and past super accounts.

Monitor performance and analyse key projects

Job cost tracking is an extremely important part of a business. Job costing means tracking the expenses for a job and then comparing those expenses to the job's revenue. This shows you which jobs are making money and which are not.

Job costing can also help you estimate more accurately. Estimating may be the most important - and most difficult - part of running a business. But unless you compare your estimated costs to your actual costs after the work is complete, you have no way to know if you are estimating too high or low, and no way of improving your ability to estimate in the future. The QuickBooks job cost reports make it easy for you to compare your estimated costs to actual costs.



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Monitor business performance

More than 100 reports and graphs can be generated within the Reports Centre to help you keep a close eye on your business. With just one click you can also drill down into reports to find detailed financial information. You can even convert the report into a PDF file for email, so the recipient views the report just as you see it in QuickBooks.

Increased efficiency with advanced tools

Save your business undue costs by utilising QuickBooks email functionality. Invoices, statements, estimates, purchase orders, sales orders, sales receipts, adjustment notes, and reports can all arrive on your suppliers or customers desktop within minutes. There is no need to separately track your contact lists - you can easily synchronise your contact information with Microsoft® Outlook.

Manage your business more effectively

QuickBooks is much more efficient than spreadsheets, word-processing or paper ledgers. Quickly and easily manage basic tasks like printing cheques, paying bills, generating reports, invoicing customers and tracking expenses. You'll spend less time and money on bookkeeping and paperwork – and have more time to work on other important areas of your business.

Automatically track inventory items in different units of measure

You may buy the same item in one unit of measure, stock it in another, and sell it in yet another. QuickBooks can automate the conversion from one unit of measure to another as the item moves through your business, helping you avoid costly mistakes. That means you can buy and sell products in precisely the way your suppliers and customers prefer.

Comprehensive employee record management

Record detailed employee information such as leave, wages, promotions and contact details using the Employee Organiser Wizard, as well as produce sophisticated summaries of your employees' details and history. By storing your important employee information in one easy-to-access location you can better manage your employees and improve business efficiency.

QuickBooks Google Desktop Search

QuickBooks Google Desktop Search now indexes your entire data file making it much easier to find exactly what you're looking for.

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An 'always on' Audit Trail

The 'always on' Audit Trail makes it easier for your accountant to spot possible trouble spots or mis-postings in your accounts.

Work more efficiently with your accountant or bookkeeper

The Accountant's copy of your company data file allows you to streamline the way you work, with features including:

- A dividing date that clearly delineates which periods are for your accountant to work in, and which are for you.
- Warnings for cancelling the Accountant's copy.
- Expanded areas that you and your accountant can work in while the Accountant's copy is active.
- Review, accept or reject changes from your accountant as a batch.
- Receive notes and instructions from your accountant inside the accountant's copy.

Batch printing and emailing of forms

Batch printing or emailing your business forms can increase your business efficiency – you can set a Preferred Send Method (email or print) for all forms you send to specific customers, suppliers and employees.

QuickBooks home page

All key tasks and functions are available within a few clicks of the home page with the Customer, Supplier, Employee and Report Centres. You can also customise how information is displayed in each of these centres. Plus control access to your confidential account balances with the QuickBooks' Hide/Show preference. Simply switch your Account Balance previews to off to ensure only you have access to your business' confidential account balances.

Customise and re-size displays and the appearance of your desktop

QuickBooks works even harder for you as you can customise and re-size displays, reports and workflows. The company desktop can also be customised by each user. You can customise colour and content, and arrange toolbars and icons to suit the way you work.

Backup your company data automatically

Reckon Tools Backup[†] makes it easy to securely backup your important company data file. Seamless integration with QuickBooks means your company data file is automatically uploaded to the remote backup server, allowing you to rest assured that your business data is safe and secure.

[†] Reckon Tools Backup is an additional product that can be purchased separately. Prices start from \$29.95 per annum.



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Superannuation compliance

QuickBooks integrates seamlessly with Reckon Tools SuperLink by incorporating a Super Fund Identification Field that links to a comprehensive list of Australia's superannuation funds; providing you an easier way of managing your Super Choice compliance and superannuation payments.

*Reckon Tools SuperLink is an additional product that can be purchased separately. Prices start from \$100 per annum for 0-5 employees.

New features in 2010/11

Company Snapshot

View all your crucial business information – including bank account balances, customer and supplier accounts due and income and expense trends – all in the one Company Snapshot screen for a quick yet comprehensive view of your business performance.

Work faster with QuickBooks

Quickly and easily clean up data files so you can increase transaction processing speed.

Reconcile your bank account at any time

Now you can perform a bank reconciliation - even if your Accountant is working on your file - and import all Accountant Copy changes your Accountant sends you.

Payroll Summary Reports

QuickBooks now includes Detailed and Streamlined Payroll Summary Reports in a new easy to read format. They make end of period reporting and analysis effortless.

Industry specific Chart of Accounts

QuickBooks now includes 28 industry specific Chart of Accounts, so only accounts relevant to your business are included.



"Excellent design and superior reporting make QuickBooks a great solution for the growing or fully grown company."

Kurt Best, PC User, June 2009



Product Comparison

QuickBooks®
Pro 2010/11

	QuickBooks EasyStart	QuickBooks Accounting	QuickBooks Plus	QuickBooks Pro	QuickBooks Premier	QuickBooks Enterprise
Unlimited transactions	✓	✓	✓	✓	✓	✓
Invoice, pay bills & track expenses	✓	✓	✓	✓	✓	✓
Prepare BAS [▲] and track GST	✓ ¹	✓	✓	✓	✓	✓
Easy to set up and access help	✓	✓	✓	✓	✓	✓
Weekend support available ^{2▲}	✓	✓	✓	✓	✓	✓
Portable company file	✓	✓	✓	✓	✓	✓
Integrated online data backup	✓	✓	✓	✓	✓	✓
28 Industry Chart of Accounts	✓	✓	✓	✓	✓	✓
Home page Customisation	✓	✓	✓	✓	✓	✓
Company Snapshot		✓	✓	✓	✓	✓
Integrated BAS & online lodgement [▲]		✓	✓	✓	✓	✓
12 months updates and upgrades ³		✓	✓	✓	✓	✓
Import bank statements ⁴		✓	✓	✓	✓	✓
Microsoft Office integration		✓	✓	✓	✓	✓
Process credit card payments ^{5▲}		✓	✓	✓	✓	✓
Reports Centre		✓	✓	✓	✓	✓
Track and manage inventory		✓	✓	✓	✓	✓
Payroll & employee management [▲]			✓	✓	✓	✓
Employee Organiser			✓	✓	✓	✓
Reckon Tools SuperLink integration [▲]			✓	✓	✓	✓
Advanced inventory features				✓	✓	✓
Microsoft Outlook integration				✓	✓	✓
Estimates, quotes & job costing				✓	✓	✓
Multicurrency enabled				✓	✓	✓
Multi-user enabled				✓ ⁶	✓	✓
Multiple licences					5 ⁷	30 ⁸
Multiple price levels per item					✓	✓
Advanced reporting tools					✓	✓
Industry-specific versions					✓	✓
ODBC driver						✓
Enhanced multi-user security features						✓
Multi-site						✓
Multi-company reporting						✓
Variable service billing rates						✓

[▲] Features available in Australia only.

Recommended

- At least 1.8 GHz Intel Pentium IV (or equivalent)
- 512 MB RAM for Microsoft Windows XP users
- 1 GB RAM for Microsoft Windows Vista™ and Windows 7 users
- 1024 x 768 resolution

Minimum

- 500 MHz Intel Pentium II (or equivalent)
- At least 256 MB of RAM for a single user and at least 512 MB of RAM for multiple, concurrent users
- Windows Vista™/7 users: 1.2 GHz Intel Pentium III (or equivalent) and 1GB RAM
- Windows XP/Vista™/7* operating system
- 1 GB of disk space (additional space required for company files)
- Internet Explorer 6.0 or later required
- Microsoft .NET Framework Common Language Runtime 1.1 (provided on QuickBooks Installation CD. Requires an additional 150 MB).
- Microsoft .NET Framework Common Language Runtime 2.0 (provided on QuickBooks Installation CD. Requires an additional 280 MB).
- Requires 9 MB for QuickBooks Pro Timer
- At least 256-colour SVGA video
- 800 x 600 with small fonts
- 24 x CD-ROM
- All online features / services require Internet access with at least a 56 Kbps modem (ADSL or Cable Modem recommended)

* 64-bit version only supported for Windows 7

Multi User Requirements

Multi-user mode is optimised for Microsoft Windows 2003 Server or Windows Server 2008 operating systems, and for Windows XP Pro/Vista™/7*.

Terminal Services are supported for QuickBooks 2010/11 Premier and Enterprise.

*Not all versions of Windows Vista™/7 are supported. Support is provided for Windows Vista™ Business and Ultimate and Windows 7 Professional and Ultimate.

Integration Requirements

Microsoft® Word and Excel Integration requires Microsoft® Word and Excel 2000, 2002, 2003 or 2007. Integration limited to export only.

Compatible with Reckon Retail Point of Sale 2010/11 Lite, Professional and Enterprise upon release.

Terms and conditions:

1. GST Reporting on cash basis only.
2. Minimum call cost is AU\$4.90 per minute. Higher from mobile and public phones. Call costs are subject to change.
3. For annual licence products: updates and upgrades are available as long as the annual licence is current.
4. Check with your financial institution to see if they support this feature.
5. Additional fees and charges may apply. An Internet Merchant account is required – contact your financial institution.
6. QuickBooks Pro includes one licence – you must purchase multiple copies for a multi-user environment.
7. Three licences included, additional licences required for up to five multi-users.
8. Ten licences included, additional licences required for up to 30 multi-users.